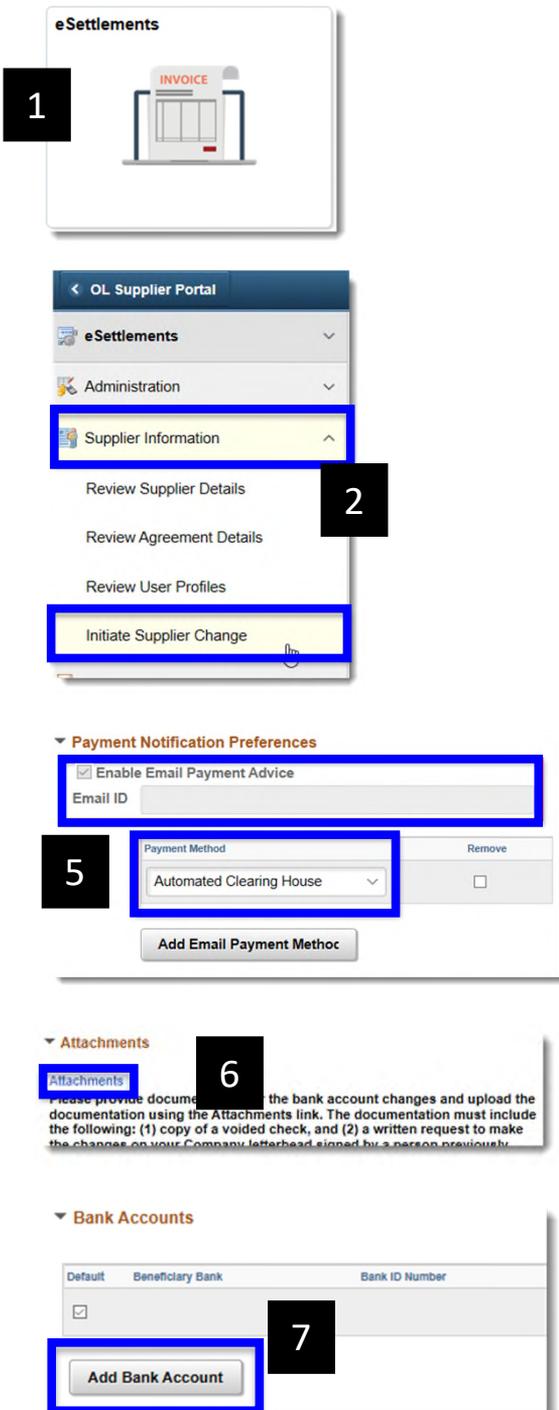## Navigation
Onelink.kp.org > **eSettlements** > **Supplier Information** > **Initiate Supplier Change**

Introduction
This quick reference guide provides steps for entering banking information (ACH) via the eSettlements supplier portal.

1) Click **eSettlements** to view the following navigation collection.

2) From the navigation collection, select **Supplier Information** then select **Initiate Supplier Change**.

3) Click on the **Next** button.

4) Click on the **Edit** icon.

5) Check **Enable Email Payment Advice,** enter the email you wish to receive the ACH payment remittance. Select **Automated Clearing House** in the Payment Method section.

6) Click on the **Attachments** link and attach a voided check. *(Failure to provide requested documentation may delay or prevent the receipt of electronic payments to you.)*

7) Click on the **Add Bank Account** button. *(Note: If updating existing banking information, please refer to the Guide.)*

KAISER PERMANENTE.
OneLink Supplier Portal – eSettlements

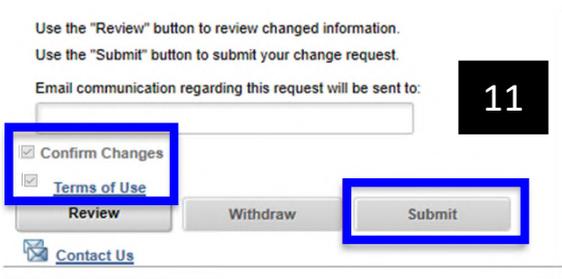*8)* *Only complete* the below fields then click **OK**.
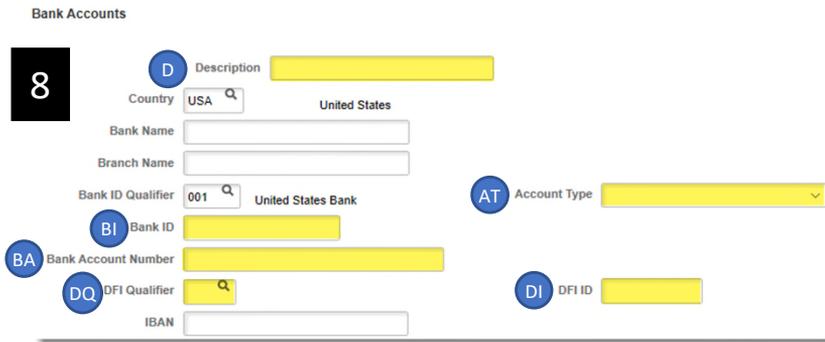
D - **Description:** Enter your *Bank Name*

AT - **Account Type:** Select the *type of account*

BI - **Bank ID:** Enter *Routing number*

BA - **Bank Account Number:** Enter *Account Number*

DQ - **DFI Qualifier:** Enter *01*

DI - **DFI ID:** Re-enter *Routing Number*

9) Click on the green **OK** button.

10) Click on the **Next** button.

11) Check on the **Confirm Changes** and **Terms of Use** boxes, then click on the **Submit** button.

12) An email will be sent confirming the successful submission of your request. A secondary email will be sent once the request is either approved or denied.

For questions regarding your ACH submission, please contact KP-AP-ACH-Validation@kp.org